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~~SECURITY INFORMATION~~

5 February 1952
DOE Review Completed

MEMORANDUM TO: General Counsel
FROM: Assistant Director (Personnel)
SUBJECT: Proposed Legislative Exemption for CIA from the Performance Rating Act of 1950

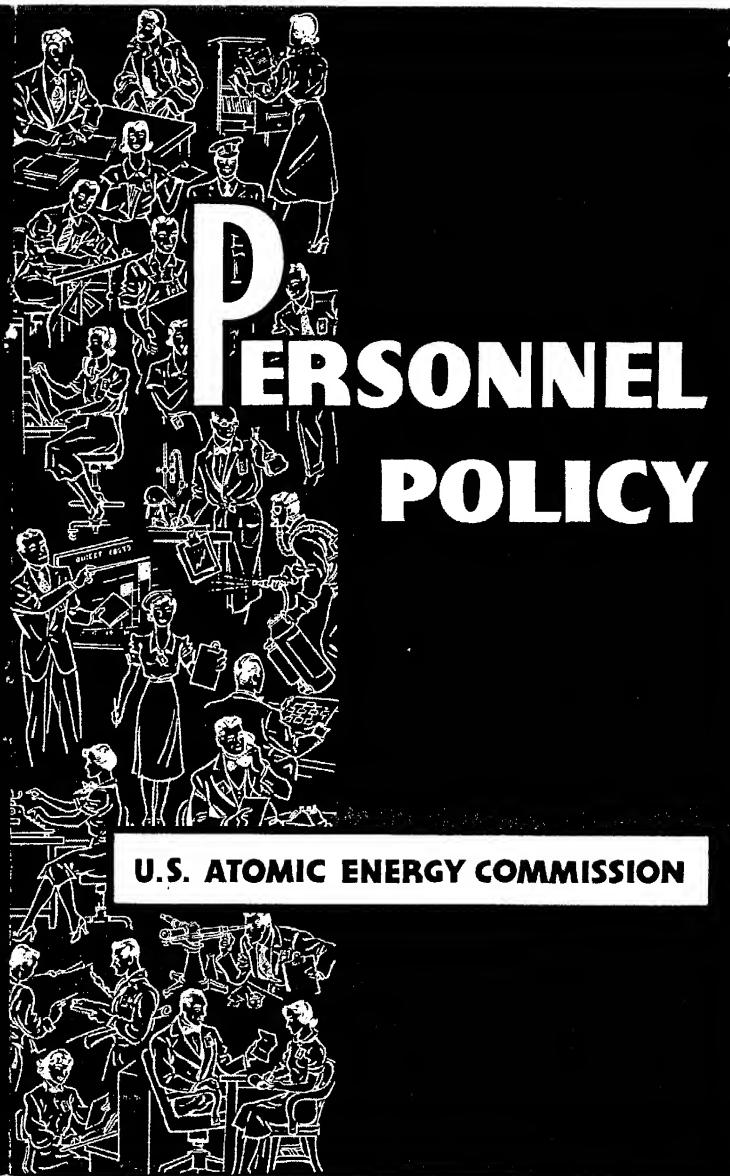
1. This will confirm the agreement reached in the meeting of the Career Service Committee on 4 February on the above subject.
2. The General Counsel and the Acting Personnel Director will discuss with the Civil Service Commission the establishment of administrative procedures by means of which CIA can comply in a completely secure way with the provisions of P. L. 873, "The Performance Rating Act of 1950." The good offices of the Bureau of the Budget will be used as appropriate as you suggested yesterday. The Civil Service Commission should be asked to satisfy in all respects the security requirements of CIA and to give written undertakings to this effect.
3. Should the Commission not be able to provide the necessary waivers with respect to security, it is understood that the Bureau of the Budget will support CIA's request to the Congress for legislative exemption from the Act.
4. It was agreed by the Committee that any proposed form or forms that might be used by CIA would not enter into the discussion at this stage since a.) exemption hinges on our security requirements and b.) no final decision has been reached on a form or forms to be used by CIA.

SD
F. TRUBEE DAVISON

cc. Members of the Career Service Committee
Acting Personnel Director
Security Officer

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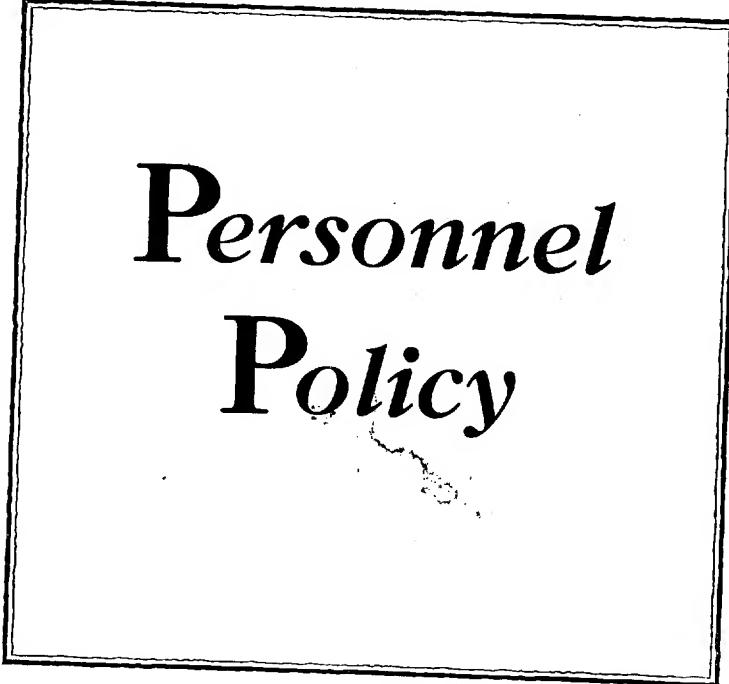


From the November 1951 issue of "Personnel" published by the American Management Association.

"A MODEL PERSONNEL POLICY:

THE UNITED STATES ATOMIC ENERGY COMMISSION

Editor's Note: From the U.S. Atomic Energy Commission have come policies and procedures which serve as notable example of good management practice, deserving of the attention of the business community. This sound management has implemented the work of the physical scientists in an enterprise whose effective operation is of national, and even worldwide, concern. The personnel policy of the Commission exemplifies the quality of its management and, because of its merits as a guide for meeting work goals of critical importance, it has been reproduced here in full with an extract from its Foreword." (see booklet)



Personnel Policy

The
UNITED STATES
ATOMIC ENERGY
COMMISSION

Washington, D. C.

January 1951

Preface

We have examined carefully the Federal Employee Personnel Policy which has been in effect, and have reviewed suggestions for its modification. Few changes have been suggested as a result of the experiences of the organization during the past three years, and we have found only minor points to suggest for revision.

It is the kind of personnel policy with which we fully agree. We believe that it contains the principles which must be put into practice if our management is to meet the test. We want these principles to be applied with increasing skill by all of us in the AEC at all levels of management throughout the critical days ahead.

ATOMIC ENERGY COMMISSION

November, 1950

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Foreword

The people of the United States, through the Congress, have entrusted to the Atomic Energy Commission the vital and urgent task of developing and utilizing atomic energy for the purpose of "improving the public welfare, increasing the standard of living, strengthening free competition in private enterprise, and promoting world peace." During the past several months it has become increasingly clear that the growing defense effort of the nation is expanding the manpower needs of the nation and thereby placing greater emphasis than ever on the importance of accomplishing the most with as few people as possible. We believe that the successful application at all levels of management of the principles contained in this personnel policy will go far toward assuring that the AEC successfully recruits, retains, and utilizes the personnel needed as manpower becomes more scarce. The carrying forward of this mission is "subject at all times to the paramount objective of assuring the common defense and security." The achievement of these objectives requires a high order of skill, ingenuity, patience, loyalty, and perseverance in meeting and resolving many new and complex problems.

All of us serving in this task should be proud to be able to contribute so directly to the welfare of the nation. Every job is a vital part of our over-all program. Our

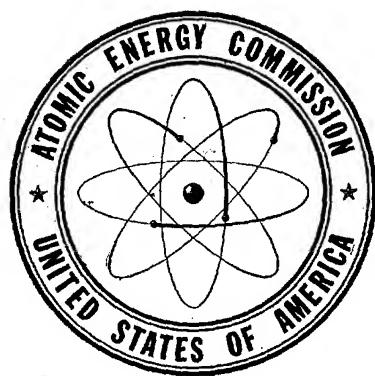
objectives cannot be met unless each individual employee, whatever his duties or responsibilities, is pulling his full weight. Whatever his particular assignment, every employee of the Atomic Energy Commission can derive special satisfaction and inspiration from the knowledge that he works in a unique enterprise of great importance to the national well being.

The Atomic Energy Act requires the Commission to assure itself that the character, associations, and loyalty of workers in atomic energy is of a high order. Conduct and self-discipline, both on and off the job, must measure up to unusual standards. The exchange of information and the handling of equipment, materials, and documents must be precise and within established procedures. In short, many phases of the daily job that are "ordinary" in most organizations become "extraordinary" in the Atomic Energy Commission.

Rapid progress in scientific achievement is the most vital factor in "assuring the common defense and security." Such progress and the forward movement of our own responsibility necessitates a work environment in which each of us has an opportunity to put forth his best effort at the work for which he is best fitted. In developing such an environment it is essential that selection of employees, work assignments, and promotions are on the basis of merit and productivity. Political affiliation, family or other personal relationships or other extraneous criteria cannot be given consideration except as necessitated by security requirements. An essential factor in maintaining an environment that encourages each employee to work enthusiastically and willingly to the best of his ability is an organization which encourages and recognizes initiative in taking the right action promptly and improving the way in which things are done.

The basic personnel policies which are set forth here constitute the broad framework within which our management job will be performed. In their application due consideration will be given to the requirements of national security, but "secrecy" must not be allowed to become a cover for bad management practice.

The policies have been formulated through the participation of the employees and staff officials throughout the organization; giving reflection to their views and indicating acceptance of the underlying principles involved. A sound basis has been thereby provided for the kind of personnel job that is essential to the effective and economical accomplishment of the work goals of the agency.



Organization, Supervision and Communication

The General Manager and all other employees who direct the work of others will assure that those under their supervision know their jobs, to whom each is responsible, the authority that goes with their jobs, the relationships of their jobs to other jobs in the organization, and the channels of communication. Each major geographical area will so organize its activities as to provide continuing leadership, guidance, and assistance to supervisors and employees in achieving proper application of the principles set forth in this policy.

The structure of the organization will be the result of careful planning designed to meet specific program needs, and to permit independent action to be taken within the limitations of established policies and the minimum of uniform standards and procedures essential for effective operation. The desirability for freedom and informality in staff communications and working relationships at and between all organizational levels is emphasized; always recognizing, however, the single line of authority necessary in taking official action.

The Commission feels strongly that certain sound organization practices such as the following are too often forgotten and therefore they are set forth below as part of this policy.

1. Assignment of responsibility will carry with it commensurate delegation of authority.
2. Any change in duties and responsibilities of a position or a group of positions will be preceded by a definite understanding on the part of all concerned.

3. An employee will not be required to report directly to more than one supervisor.
4. Instructions and directions relating to work assignments will be communicated to him, only through, or with the agreement of, the immediate supervisor.
5. Changes in an employee's work assignment or employment status will be communicated to him, after proper approvals, only by his immediate supervisor.

Employee Participation

The widest practicable opportunity will be afforded to employees for consultation and explanation in the formulation and development of policies affecting their employment status, working conditions, and productivity. This opportunity will be effected through positive encouragement of a free exchange between supervisory and supervised employees of points of view and ideas in their daily work together and in regular departmental staff meetings, supervisory conferences, conferences of management and employee representatives, and other effective means.

Employees are urged to avail themselves of these opportunities for participation. Employees have the right to join or refrain from joining employees' organizations of their own choosing without coercion or fear of discrimination. This right, of course, must be exercised in a manner which is consistent with applicable law and the security responsibilities of the Commission.

It is recognized that employee organizations can make a positive contribution in furthering the atomic energy

program. Accordingly, the participation of employee organizations in the program is welcomed. The promotion of sound employee-management relations is a mutual concern and benefits employees and the Commission alike.

Performance Review

Formal periodic review of the performance and capabilities of employees will be made against realistic and understood performance standards to determine any merited recognition, need for their further development, or change in job status. Each supervisor will record and use current information on the experience, qualifications, and performance of each individual under his direction as a basis of planning for the training and further development of such employees or other appropriate personnel action. Each supervisor will discuss any evaluation and the basis for it with the employee affected to develop mutual understanding.

Training

Consistent with definite needs which arise or are anticipated, employees will be provided with opportunity to improve their knowledges, skills, or attitudes in order to enable them to perform the tasks assigned to them in the best known ways and to prepare for advancement. This will include programs for orientation and induction before assignment of work, training on the job, upgrading and understudy programs, and training in supervision and management practices.

Non-Discrimination

There will be no discrimination against an employee because of race, color, sex, religion, physical handicap, or national origin.

Employment

The far-reaching significance and scope of the atomic energy program requires high standards of employment which will attract and maintain an adequate organization of capable and well-qualified people.

Accordingly:

1. Adequate sources from which employees may be recruited will be developed and maintained.
2. Each job will be filled on a merit basis by selecting the available individual best qualified in terms of the carefully determined requirements of the particular position and in accordance with the Veterans' Preference Act of 1944, as amended.
3. Opportunity for transfer and promotion will be provided in order to make full use of demonstrated skills and abilities. Therefore, well-qualified employees will be given first consideration in filling vacancies.
4. The appointment or promotion of individuals or other personnel actions will be made without consideration of political affiliation.

Separations

When it is necessary to reduce employment, the selection of employees for retention within an appropriate geographical area will be on the basis of relative qualifications for the work remaining to be done, and in accordance with the requirements of the Veterans' Preference Act of 1944, as amended, including veteran status, and length of Federal service. Reasonable notice will be given to employees whose services are to be terminated and their availability will be made known to other AEC offices. Employees notified of their planned separation shall have an opportunity to appeal such determination.

An employee will be demoted or discharged for cause only after he has been given (1) a statement of the reasons for the proposed action, (2) an opportunity to reply, and (3) an opportunity to appeal any determination to dismiss. An employee may be put in suspension status without pay pending final determination.

Grievances

Supervisory and supervised employees have an obligation to make every effort to resolve employment relations problems as they arise. Failing prompt and satisfactory adjustment of any grievance, including those relating to separation, appeal may be made by employees at any work level to higher authority. Employees may designate representatives of their own choosing to assist them in presentation of grievances. In presenting grievances employees will be free from any interference, restraint, or reprisal.

Safety and Health

Each supervisor will take the initiative in the establishment and maintenance of safe and healthful practices and work places for every employee under his supervision, and in assuring that the manner of performance of all operations will minimize personal injury and disease and damage to equipment, materials, and property. Safety is an integral part of each job, and each employee is responsible for the safety phase of his work just as much as he is for any other phase.

Salaries and Wages

Salaries and wages shall be administered so as to compensate employees equitably with due regard to the relative value of the positions, to provide for increases in pay on the same job after reasonable periods of satisfactory service, and to provide for recognition by increases in pay for especially meritorious services.

Determination of the relative value or grade of positions will be based upon systematic analysis of the differences in the requirements of the positions and upon comparison with approved standards.

Salaries for positions, except those noted below will be established in line with the pay scales of the Classification Act of 1949, in accordance with the requirements of the Appropriation Act for the current fiscal year.

Wages for laborer and mechanic positions will be established after consideration of rates paid for similar work by other government and private employers in the appropriate geographical area.

Certain scientific and technical positions which the Commission finds must be exempted from the salary scales of the Classification Act of 1949, will receive salaries which are arrived at after consideration of the rates paid for similar work by other government and private organizations.

The method by which the rate of pay for his job is determined will be explained to each employee.

Benefit Plans

Employees will be granted the same benefits with respect to leave, workmen's compensation, holidays, and retirement as are granted to other Federal employees. Information on the details of these plans will be given to employees.

Conclusion

The Atomic Energy Commission looks forward to the application of this policy; first, through the wholehearted and effective execution of the principles of sound employee relations by the Commission members, the General Manager, and all the employees who direct the work of others; second, through the wholehearted acceptance by all employees of the obligations that attach to their employment in the atomic energy program; third, through the development of effective employee-management cooperation.

Application of the principles underlying this policy must be an integral part of the daily activities of supervisors at

all levels and of all other employees. The General Manager, aided by the Director of Organization and Personnel, will take such action as is appropriate to implement the policy, to evaluate the adequacy with which the policy meets current program needs, and to assure performance in accord with the policy.

Many of the principles have been implemented through the development of more detailed policies and procedures. As additional experience is gained with the policy and principles and as the continuous task of implementing them goes forward, it is expected that employees will continue to make known their views.

ATOMIC ENERGY COMMISSION

Gordon Dean
Felix Glanau
Timothy Murray
James V. Price
Henry De Wolf Smyth

~~SECURITY INFORMATION~~

31 January 1952

MEMORANDUM TO: Chairman, Career Service Committee
FROM : Chairman, Working Group on Selection Criteria
SUBJECT : Final report of progress

1. Incident to the amalgamation of the Working Groups on Employee Rating and Selection Criteria, the latter met on 25 January 1952 to produce a final statement of uncompleted tasks. It is recommended that these tasks, paragraph 2 of this paper, be considered for assignment to the new Working Group.

2. Uncompleted tasks are:

a. To recommend to the Career Service Committee the mechanics of selection within the "Development Program", including selection out. This recommendation to cover, among other things:

(1) Refinement of the paper ("Centralization of Selection for Participation in the Career Service Program" dated 12 December 1951) to state in more detail the duties and responsibilities of the several Boards, organization and procedures of the Boards, and the mechanics by which the Boards will exercise their responsibilities.

(2) Collaboration with General Counsel to produce a form for the employee's Personnel File containing:

(a) Declaration of intent by the employee.

(b) Certification of proven service by the Office / Career Service Board (s).

(c) Concurrence by I&S.

(d) Approval by CIA Career Service Board, when appropriate.

b. To recommend to the Career Service Committee the means of activation of the Career Service Program.

3. On the understanding that this completes the business of the Working Group on Selection Criteria, I declare the group dissolved.

cc: Members of the Career Service Committee
Members of the Working Group on Selection Criteria
Chairman, Working Group on Personnel Development Program

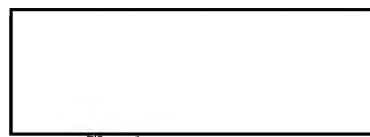
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30 January 1952

MEMORANDUM FOR THE CHAIRMAN, CIA CAREER SERVICE COMMITTEE
SUBJECT: Report of the Working Group on Rotation

1. We transmit herewith the report of your Working Group on Rotation in accordance with the directive of the Career Service Committee dated 15 October, as amended and supplemented by subsequent actions.
2. The Working Group believes that its recommendations can be implemented immediately and concurrently with or independently of such recommendations as the Committee may adopt as a result of the proposals of the other working groups. We would point out, however, that a piecemeal presentation of various aspects of the overall career service program would fail to make the impact on CIA personnel which an omnibus presentation could achieve.
3. This Group stands ready to elaborate any aspects of the program outlined here generally.

FOR THE WORKING GROUP ON ROTATION:



Chairman

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C E N T R A L I N T E L L I G E N C E A G E N C Y
CAREER SERVICE COMMITTEE

Report of the Working Group on
ROTATION

30 January 1952

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REPORT OF THE WORKING GROUP ON ROTATION

1. PROBLEM

To recommend to the Career Service Committee a policy regarding intra-Office rotation, inter-Office rotation and extra-CIA rotation; to recommend policies and procedures regarding rotation between overt and covert offices and between domestic and overseas duty; to recommend the degree to which the several types of rotation should be centralized or de-centralized within CIA; to recommend procedures by which the several types of rotation should be administered, scheduled and controlled in order to advance the development of the individual and contribute the greatest benefit to CIA and to its component offices.

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II. DEFINITIONS

1. Rotation

The process of systematic designation and redesignation of an individual to various kinds of duty and training for the purpose of improving his capacity to serve the Agency.

2. Transfer

The process of removing an individual from the rolls of one office and his concurrent addition to the rolls of another Office. This process is independent of the process of rotation though it may be a consequence thereof.

3. Exchange

The process of rotating an individual by placing him temporarily under the operational control of another office in return for another individual similarly attached.

4. Loan

The process of rotating an individual by placing him temporarily under the operational control of another office without reciprocity, or of attaching him temporarily to an activity not a part of CIA.

5. Sponsoring Office

The administrative unit of CIA on whose rolls the rotattee is carried and under whose administrative control the rotattee remains irrespective of where attached.

6. Receiving Office

The administrative unit to which the rotattee is attached and under whose operational control the rotattee remains until he is returned to the Sponsoring Office.

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III. OBJECTIVES OF ROTATION

1. For the Agency

(a) A more effective and more economical utilization of the Agency's manpower.

(b) A method of improving the selection and broadening the experience of individuals to serve in key positions.

(c) The cultivation of an esprit de corps based primarily on the reward for merit principle.

2. For the Individual

(a) Assisting him to do his present job more effectively by:

(1) Increasing his knowledge in his field.

(2) Providing him with new skills, techniques and methods of performance.

(3) Improving his ability to plan his work and to direct and supervise others in it.

(4) Increasing his understanding of the necessary relationships of his job to those of collateral and higher echelons of the Agency.

(b) Preparing him to undertake jobs of increasingly greater responsibility commensurate with his growth potential by:

(1) Broadening his understanding of the objectives of the Agency and its mission.

(2) Intensifying the development of his planning, managerial and supervisory skills.

(c) Providing him more opportunity to find the field in which he does best.

(d) Removing him from a "rut".

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IV. STATEMENT OF PRINCIPLES GOVERNING ROTATION

1. Personnel Covered

In general, any individual who has been in the employ of the Agency for a period of not less than two years is eligible for rotation.

2 Positions Covered

Any position within the control of the Agency to which the assignment of personnel will serve the objectives of rotation is regarded as covered by these principles. These include executive, operational, intelligence, administrative and training positions, either in the field or at headquarters, within the Agency or with other public or private agencies or institutions.

3. Job Groups Covered

The classes of individuals covered are inclusive rather than exclusive. The professional or technical activity of a given class of individuals may, by its nature, limit the job type groups to which members of such a class will rotate.

4. Normal Duration of Tour of Duty

Each individual rotation period may vary but will not be less than six months, and will probably average between 18 and 24 months. Thus a training assignment at the National War College will run some 10 months while an assignment to a field position overseas may well run 2½ - 30 months.

5. Degree of Compulsion to Rotate

As a matter of principle, acceptance of a rotation assignment is compulsory only for members of the Development Program. Any individual or sponsoring office, or receiving office, may, however, show cause why a rotation assignment shall be carried out. The ruling of the reviewing authority (the CIA Career Service Board) in such cases shall be final.

6. Administrative Control

The rotatee will remain on the rolls of the sponsoring office and under its administrative control for promotion and transfer purposes.

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7. Operational Control

The rotatee will be under the operational control of the receiving office for the duration of his tour of duty with that office, during which period evaluation reports will be prepared by the receiving office.

8. Effect of Grade Differential between Jobs from and to Which an Individual is Rotated

Assignments given to individuals being rotated shall be generally commensurate with their abilities keeping in mind the purpose of making the specific assignment. "Open" slots will be allocated to offices to maintain flexibility in negotiating rotation.

9. Changes in Grade

Promotions and other changes in grade shall remain under the control of the sponsoring office. The eligibility of the individual for promotion shall not be prejudiced or overlooked by reason of his status as a rotatee.

10. Duration of Rotational Pattern

It is premature at this time to formulate a policy covering the duration in years during which period the individual is subject to rotation policies, or to attempt to prescribe an arbitrary age limit after which rotation policies will not be applied.

11. Settlement of Disputes

Divergence of views between offices or between an individual and his /Office/ Career Service Board which cannot be satisfactorily resolved between the parties shall be referred in the first instance to the Secretariat which will review the case and forward its recommendation to the concerned /Office/ Career Service Board (s). In the event the recommendation of the Secretariat is not accepted, the case shall be referred to the CIA Career Service Board for final disposition.

12. Policy Governing Rotation within an Office

Intra-Office rotation policy shall be set by the /Office/ Career Service Board within the frame-work of policies prescribed by the CIA Career Service Board.

13. Policy Governing Rotation between Offices

Within the framework of policies prescribed by the CIA Career Service Board inter-office rotation will be based largely on a series of bi-lateral agreements between offices which agreements will set forth in each case the person being rotated, the expected duration of his assignment and any other pertinent facts.

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V. OUTLINE PROCEDURE

1. CIA Career Service Board

(a) Composition

Deputy Director of Central Intelligence, Chairman
Deputy Director/Plans
Deputy Director/Intelligence
Deputy Director/Administration
Assistant Director (Personnel) in his capacity as head
of the Secretariat and the Director of Training in his capacity
as deputy head of the Secretariat will be non-voting members of
this Board.

(b) Functions

- (1) Oversee the CIA Rotation Program.
- (2) Arbitrate Office Board impasses.
- (3) Endorse or reject Office Board rotation recommendations.
- (4) Quarterly make final, binding decision on rotation
appointments.
- (5) Levy requirements on Office Board for rotatees to
prepare them to fill key Agency positions.

2. Office Career Service Board

(a) Composition

Assistant Director (or Staff Chief), or his Deputy, and
at least two members of his Office designated by him.

(b) Functions

- (1) Sponsor, develop, and execute an intra-office rotation
system and report on it periodically to the CIA Board via the
Secretariat.
- (2) Sponsor, develop, and execute an extra-office rotation
system.
- (3) Submit rotation recommendations for extra-office appointment
to the Secretariat in accord with Annex "A".

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- (4) Review circular announcement of recommendations and negotiate with other Office Boards to effect agreement on rotation appointments.
- (5) Interview if necessary prospective rotatees.
- (6) Report concurrence or rejection to the Secretariat.
- (7) Execute the decisions of the CIA Board.
- (8) Submit semi-annual evaluation report on each rotation appointee from another Board; recommend promotion, cancellation or continuance of appointment.
- (9) Ensure that the rotatee is not overlooked for warranted promotion.
- (10) Ensure that work of rotatees received is productive and commensurate with the purpose of the appointment.

3. Secretariat of the CIA Career Service Board

(a) Composition

As appropriate to its task. The Assistant Director (Personnel) will be head of the Secretariat. The deputy head will be the Director of Training.

(b) Functions

(1) Perform all administrative functions for the CIA Career Service Board. These include:

- a. The maintenance of master files on a current basis of all rotation nominations and appointments.
- b. The allocation of rotation appointment slots to Office Boards.
- c. The submission of unresolved inter-office Board problems to the CIA Board for decision.

(2) Rotation Recommendations

- a. Assist Office Boards in formulating rotation recommendations.

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- b. Verify qualifications submitted with each recommendation.
- c. Issue circular announcement to Office Boards listing approved rotation nominations. (The list will contain full data on the individual plus the rotation appointment recommendation of the sponsoring Board.)
- d. Transmit recommendations to CIA Board for approval, and prepare agenda for its meetings.

(c) Rotation by Exchange

- (1) The exchange procedure authorizes Office Boards to recommend the "swapping" of rotation approved candidates. This will be used when the two positions in question are of corresponding responsibility. Respective grades of the position or incumbents need not be exactly the same.
- (2) The sponsoring Office Board will pay the rotatree from home office funds at his home office grade.
- (3) The receiving Office Board will outline to the rotatree the responsibilities of the new position.
- (4) Exchange appointments will last for a minimum period of six months.
- (5) Rotatees will be under the operational control supervision of the receiving Office Board.

(d) Rotation by Loan

- (1) The Loan procedure authorizes Office Boards to recommend the temporary assignment of rotation approved candidates to another Office or to outside activities for the purpose of broadening an individual's knowledge of his field.
- (2) The sponsoring Office Board will pay the appointee from home office funds at his home office grade. Rotation slots, allocated by quota outlined in Annex "A", will be available to each Office Board. These slots will be allotted by the CIA Board and will be "open" positions to accommodate any grade.

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(3) The receiving Office Board will outline to the appointee the responsibilities of his new assignment. The appointee is "on loan" to the receiving Office and will therefore not tie up authorized T/O positions. He will be assigned to a logical unit in the receiving Office's organizational structure.

(4) Loan appointments will last for a minimum period of six months.

(5) Appointees will be under the operational control of the receiving Office Board.

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Approved For Release 2002/05/20:FOIA REQUEST#P80-01826R000400100039-9

C O P Y

MEMORANDUM OF CONVERSATION

TIME: Wednesday, 3 October, 10:00 to 10:30 A.M.
Room 115, North Building

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PRESENT: [redacted] and Messrs. [redacted] Meloon,
and [redacted]

25X1A9A

PURPOSE: To determine the present status of CIA with respect to the Civil Service Commission in connection with Public Law 873 "Performance Rating Act of 1950"

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1. Messrs. [redacted] and Meloon reviewed the steps that had been taken in the summer of 1950 to determine whether CIA would request exemption from the application of the Act. It would seem that determination had been made that exemption from this legislation was not required and it was believed that the Civil Service Commission would, on request, accord CIA exemption administratively. It now appears that the Commission is not empowered to make the exemption that CIA requires, and the Commission has so advised CIA orally.

2. The Act, which became effective 29 December 1950, requires all agencies (except those exempted) to conform to the provisions of the Act. These include, but are not limited to, the following:

- a.) Each agency shall establish and use one or more performance rating plans for evaluating work performance.
- b.) No employee....shall be given a performance rating regardless of the name given to such rating, and no rating shall be used as a basis for any action except under a performance rating plan approved by the Civil Service Commission.
- c.) The Board of Review which handles appeals by employees will be headed by a chairman designated by the Civil Service Commission.
- d.) Each appellant may designate his representative to appear before the Board.

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SECURITY INFORMATION

e.) The Civil Service Commission has the right to inspect administration of the plan; and if it does not approve of the performance rating plan or its administration by an agency, the Commission may revoke the plan and require use of a plan prescribed by the Commission.

3. It was agreed by those present that a wholly unsatisfactory situation existed and that the following action should be taken.

a.) CIA, through its newly appointed Employee Rating Working Group would devise the best possible performance rating system to meet the needs of the Agency.

b.) That at the earliest practical moment, this plan would be installed on an "experimental" basis.

c.) That CIA should request from the Congress appropriate legislation exempting CIA from the provisions of this Act. It was estimated that the Congress could not approve this legislation until June of 1952.

d.) CIA has not yet presented a plan for the approval of the Commission and is, therefore, in some measure technically delinquent. Should inquiry be made by the Commission regarding CIA's plan, the reply should be that CIA is still experimenting with the plan that will best suit its requirements and, further, intends to ask Congress to exempt CIA from the provisions of the Act.

[redacted] 25X1A9A

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31 January 1952

EXCERPT FROM MINUTES OF 3rd CAREER SERVICE COMMITTEE MEETING

8 October 1951 - 4:00 P.M.

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Present:

[redacted] - AD/Personnel, Chairman

Matthew Baird - Director of Training

Sherman Kent - DAD/NE

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[redacted] - C/OPS/OSO

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[redacted] - Executive Secretary

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Mr. [redacted] Assistant General Counsel and Mr. George Meloon, Director of Personnel, attended the meeting to discuss the problem of Employee Ratings with respect to Public Law 873, "Performance Rating Act of 1950". They gave a summary of the conference held on 3 October in [redacted] office. The Committee reaffirmed the tentative decisions taken at that conference (see attached Memorandum of Conversation) and decided that the Deputy Director (Administration) would be informed of these decisions and would be asked to approve a request by CIA to the Congress for exemption from the Act.

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